

# eCase eXchange

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## Background

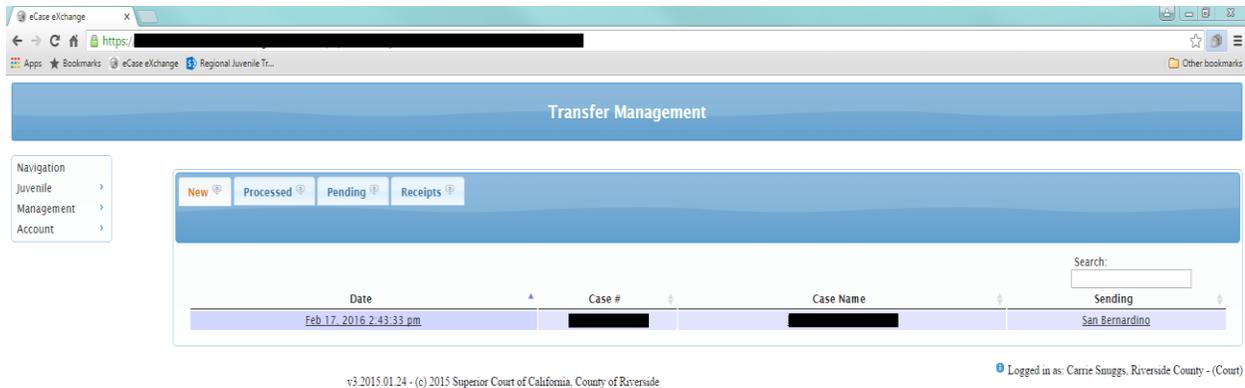
- eCase eXchange was developed by Riverside Superior Court in 2013 to facilitate the electronic transfer of court files.
- eCase eXchange is a web-based program accessed through a secured website. The preferred Internet Browser is Google Chrome; however Internet Explorer (IE) version 10 or later and Mozilla Firefox can also be utilized.
- This program allows authorized staff to upload and encrypt PDF versions of court case files, generates electronic certifications, and receipts for record automatically.
- eCase eXchange is stand-alone software that can be used by any court regardless of their current case management system.
- Documents can either be exported from a document management system or generated by a PDF-capable copy machine or scanner.
- Email is utilized to send complex passkeys that will allow authorized staff to decrypt PDF files.
- eCase eXchange has functionality to send an electronic copy of the court file to agencies (*i.e. child welfare, probation, etc.*).
- eCase eXchange is currently being utilized by:
  - Riverside, San Diego, Orange, San Bernardino, Los Angeles and Imperial for juvenile transfers.
  - Riverside, Orange and Los Angeles for criminal 1203.09 transfers.

## eCase eXchange Login



## Juvenile Dashboard

The Juvenile Dashboard provides an overview of the status of transfer cases for a particular court location.



**New** – The ‘New’ tab reflects transfer in cases for which a receipt for record has not yet been returned by the sending court.

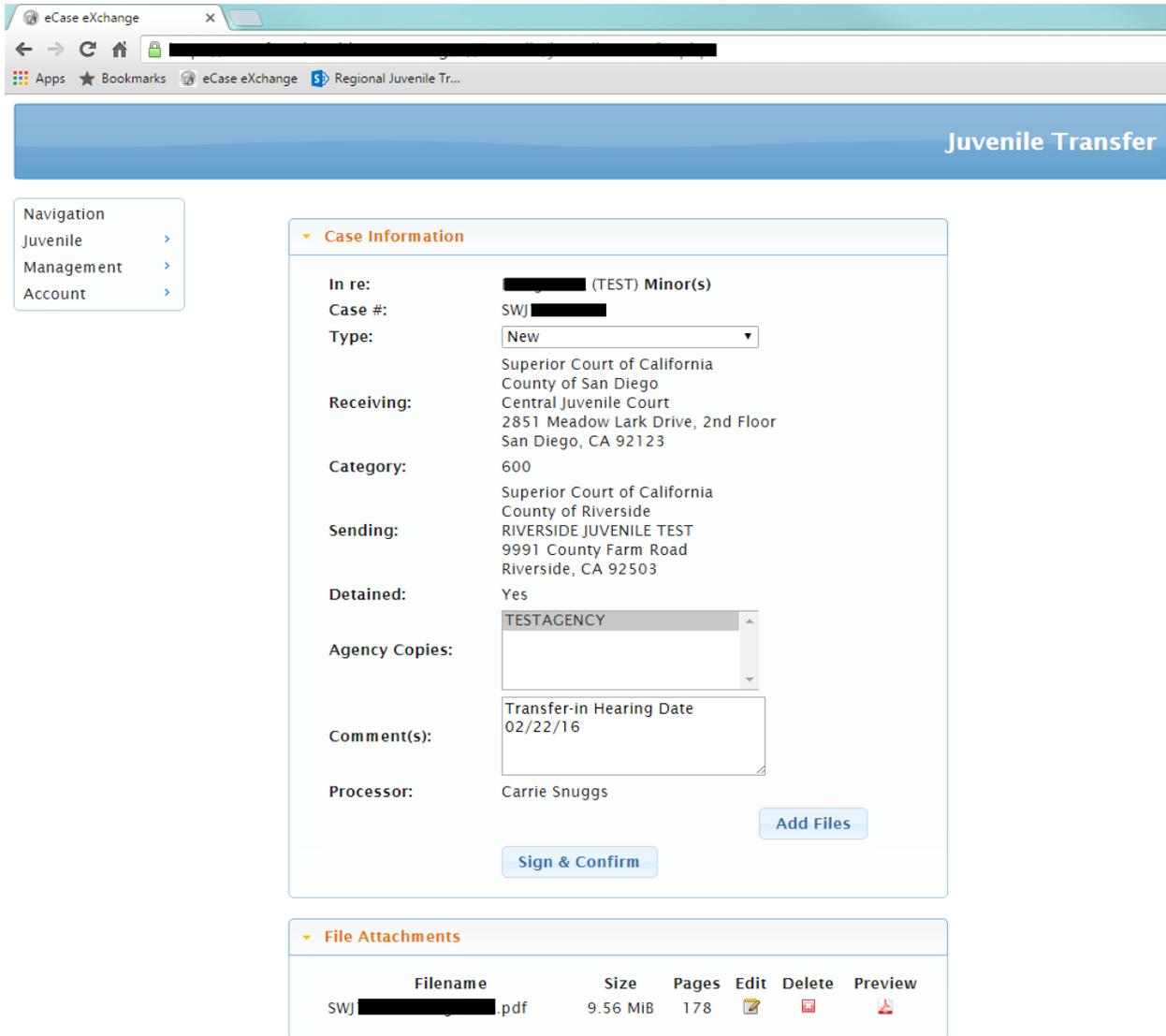
**Processed** – The ‘Processed’ tab reflects transfer in cases for which a receipt for record has been returned by the receiving court. Transfer cases display in this tab until the retention period has lapsed, which is currently 15 days.

**Pending** – The ‘Pending’ tab reflects transfer out cases for which the receiving court has not yet signed and returned the receipt for record.

**Receipts** – The ‘Receipts’ tab reflects transfer out cases for which the receiving court has signed a return the receipt for record.

# Juvenile Transfer Outs

The following highlights the steps to transfer a case out to a receiving court:



- **Complete Case Information.** Limited case information is entered to identify the case being transferred including the case name, case number, case category, and receiving court information.
- **Attach PDF Files.** As the PDF files are uploaded they are being encrypted.
  - **Multiple PDFs can be uploaded.** There is no size limit. Multiple uploads are helpful when a group of documents either need to be deemed confidential or sealed.

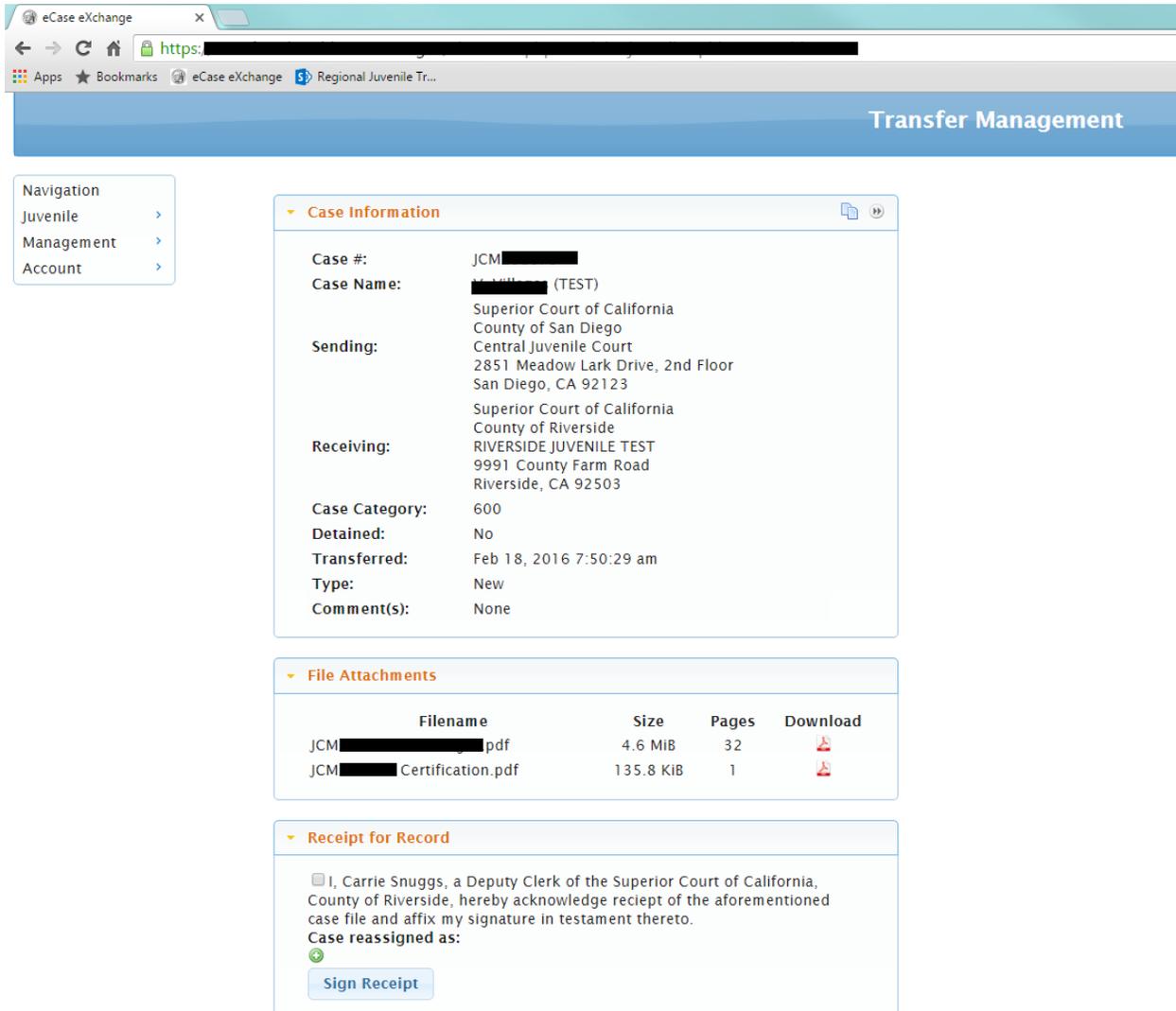
- **Agency Copy** - At this stage, a copy of the transfer out file can be sent to an agency. Currently, most courts are using this feature on delinquency cases when the minor is detained. Probation in the sending county is sent an electronic copy of the file in order to transport the minor.
- **Confirm Information.** Verify Information and click 'Sign and Confirm'.
- **Certification.** A certification document will be generated which attests to electronic version of the file being a true and correct copy under the Government Code.
- **Passkey.** A complex and unique passkey is generated for each transfer. A copy of the passkey is sent via email to both the sending and receiving court. This passkey is needed in order to open and decrypt the PDF(s).

*Example of email to the Receiving Court:*



# Juvenile Transfer Ins

The following highlights the steps to process a transfer case by a receiving court:



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- **Passkey.** The receiving court will receive an email that contains the passkey in order to open the case in eCase eXchange and decrypt the PDF(s).
- **Review of PDFs.** The receiving court can review the documents. At this stage, the court can either print the documents, or upload the file electronically to a case management system.
- **Receipt of Record.** Once the receiving court has processed the case, and issued a case number, the clerk can electronically generate the receipt for record.

- **Watermark.** eCase eXchange will watermark the PDF documents with the case number that has been assigned by the receiving court.
- **Sending Agency Copies.** A copy of the transfer in file can be sent to multiple agencies. The agency is sent an email with a different and unique passkey so they can open the court file in eCase eXchange. Agencies are not sent copies of court documents that have been marked confidential or that have been marked sealed.